



Public Disclosure Commission
Shining Light on Washington Politics Since 1972

PUBLIC RECORDS REQUEST FORM

Office use only:

DATE

RECEIVED:

Date of Request:

Requester's Name:

Phone Number:

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Mailing Address (street/P.O. box, city, state, zip):

Email Address:

Company Name:

☐ I want to inspect public records.

☐ I want copies of public records. I prefer to receive them in the following format (describe):

Note: The PDC may provide records for inspection or copying by giving you a link to a website.

Describe the public records you are requesting. Provide as much detail as possible – this will assist the PDC in searching for records.

I certify in making this request that I will not use any lists of individuals obtained through this public records request for commercial purposes. I understand charges may apply to records provided in response to my request, and I confirm I will pay for those charges.

Mail, deliver or fax to:

Washington State Public Disclosure Commission

Attention: Public Records Officer

711 Capitol Way, Room 206

PO Box 40908

Olympia, WA 98504-0908

Fax: (360) 753-1112

Email to: pdcc@pdcc.wa.gov

Attention: Public Records Officer

Important: Use **only** this email address.

Emails sent to other agency email addresses are not formal public records requests.

USING THIS FORM. Use this form only for making formal public records requests to the Public Disclosure Commission under the Public Records Act at RCW 42.56. If you seek records from another public agency, contact that public agency. If you seek other information from the PDC that is not a public records request, contact the PDC. While you are not required to use this form, please provide the same information above to the PDC if you otherwise submit a public records request by letter, fax or email. Completed public records request forms and other public records requests are public records.

WEBSITE. You are strongly urged to view the PDC's website at www.pdc.wa.gov before submitting a formal public records request. The PDC has posted many records and other information on its website. There is no charge for inspecting records on the website. You can also copy or download records from the website.

CHARGES. Charges may apply for providing records. See the fee schedule on the PDC website.

PUBLIC RECORDS OFFICER. The PDC Records Officer can be reached at:

PDC Telephone: (360) 753-1111; 1-877-601-2828 (toll free)

Office Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m., closed on state holidays